

**STATE OF DELAWARE  
ADMINISTRATIVE OFFICE OF THE COURT  
COURT INTERPRETER PROGRAM  
Written Exam Announcement**

The Administrative Office of the Courts Court Interpreter Program is pleased to announce that a Written Examination has been scheduled for **Tuesday, November 19, 2019 at 9:00 AM and 1:00 PM** in **Wilmington, Delaware.**

***What is the Written Exam?***

The written examination is the second step in the credentialing process. It consists of 135 multiple choice questions in English. The written exam measures candidate's knowledge of: a) the English language; b) court-related terms and usage; and c) court interpreter ethics and professional conduct. Candidates have two hours and fifteen minutes to complete the Written Examination

***Who must take the Written Exam?***

This exam is required of all Interpreter Candidates who have attended Orientation and who wish to take the Oral Proficiency Exam. Additionally, candidates who work in a language for which there is not an oral proficiency exam must take the written exam in order to continue with the credentialing process and be included in the active Court Interpreter Registry.

***What can I do to prepare for the Written Exam?***

Please read the Overview of the Written Examination for Candidates posted at the National Center for State Courts website:

<http://www.ncsc.org/Services-and-Experts/Areas-of-expertise/Language-access/Written-and-Oral-Exam-Resources.aspx> The Overview answers most of the most frequently asked questions about the written exam. It includes a section with sample questions and another on how to prepare for the exam. Please give special attention to the instructions regarding the day of the exam.

***What should I bring with me on the day of the exam?***

The most important thing to bring on the day of the exam is a picture ID that you must present to the proctor when signing-in on the assigned exam date.

***What NOT to bring on the day of the exam***

Only small purses or wallets are allowed in the testing room. Leave everything else at home or in your car. Pencils will be provided. Do not try to bring briefcases, dictionaries, gym bags, cell phones, calculators, paper, pens, pencils, or any other similar items into the test room, as they are not permitted. The Courthouse has a very strict NO-CELL-PHONE policy. Please leave your phone in your car; attempting to enter with any device will only delay your entry to the building.

**UPON RECEIPT OF REGISTRATION, YOU WILL RECEIVE A CONFIRMATION EMAIL WITH ADDITIONAL INFORMATION AND INSTRUCTIONS FOR THE DAY OF THE EXAM.**

**IMPORTANT INFORMATION:**

Interpreters who have taken the Written Exam in other Consortium-member states must disclose the date, location, and scores obtained as well as allow verification of the information by the corresponding State Program Administrator in the registration form attached. A candidate who fails to provide or misrepresents information with regards to previous testing in another jurisdiction may be removed from the Interested Candidate list and may not be allowed to continue with the credentialing process.

**STATE OF DELAWARE  
COURT INTERPRETER PROGRAM**

**Written Examination Registration Form  
Tuesday, November 19, 2019 Wilmington, DE**

Please complete all fields and return this form, along with the registration fee, **by 5PM, November 05, 2019** to the address provided below. If you must cancel your registration, please notify the Coordinator before the deadline (contact information is listed below). Requests for refund or credit will only be considered if the cancellation request is received before November 05, 2019. There is no refund of the registration fee for candidates who submit a cancellation request after November 05, 2019, who arrive late, or who do not appear for the exam.

**1. PERSONAL INFORMATION:**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

**Email:** \_\_\_\_\_ **Telephone(s):** \_\_\_\_\_

**Social Security Number:** \_\_\_\_\_

**Date and location where you attended Orientation):** \_\_\_\_\_

**2. LOCATION** – Leonard L. Williams Justice Center (New Castle County Courthouse) 500 N. King St. Wilmington, DE 19801, 12<sup>th</sup> floor conference room.

**3. TIME** (PLEASE SELECT YOUR TIME PREFERENCES, IN ORDER, BY PLACING A 1 AND A 2 BELOW)

\_\_\_\_\_ 9:00 AM    OR    \_\_\_\_\_ 1:00 PM

**4. DISCLOSURE OF PREVIOUS WRITTEN EXAMS**

**a) I hereby affirm I have taken the Written Exam before and that at least ten months have passed since the most recent testing date.** \_\_\_\_\_ Please initial

Write location(s) and date(s) of past Written Examination(s):

**b) I hereby affirm I have not taken the written exam before in this or any other jurisdiction.**

\_\_\_\_\_ Please initial

Method of Payment:    ☐ Check        ☐ Money Order

\$50.00 - Delaware resident    \$75.00 – Out-of-State resident

**PLEASE DO NOT SEND CASH**

**Make check/money order payable to the State of Delaware** and please write your name on the money order.

Please note preference will be given to Delaware residents. All others will be admitted on a first come-first serve basis for spaces remaining, if any.

**Please indicate special accommodations required to participate:**

\_\_\_\_\_

**Please complete page 2 and return, along with registration fee, no later than  
November 05, 2019 to:**

**Administrative Office of the Courts  
405 N. King Street, Suite 507  
Wilmington, DE 19801  
Attention Jennifer Figueira**

Court Interpreter Program Coordinator Contact Information:

Name: Jennifer Figueira

Tel: 302-255-0166

E-Mail: [jennifer.figueira@delaware.gov](mailto:jennifer.figueira@delaware.gov)